

CODE: 1877
FLSA: NON-EXEMPT
GRADE: 3

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: PARTS CLERK I
VEHICLE MAINTENANCE DIVISION
PUBLIC WORKS DEPARTMENT

GENERAL STATEMENT OF JOB

Under regular supervision, performs specialized clerical and purchasing work in maintaining the automotive parts inventory for the repair and maintenance of the Town of Vienna's fleet. Work involves pricing, ordering, receiving, and issuing many different automotive, truck, and heavy equipment parts, supplies, and materials; transporting parts to and from shops; and maintaining computerized inventory. Reports to the Fleet Maintenance Coordinator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Receives, requests, orders, stocks, and issues automotive supplies and equipment for all departments; reviews invoices for correct quantity, quality, pricing, and parts numbers; places orders with vendors for parts and supplies; checks prices, availability and delivery dates.

Enters and retrieves data on a computer related to inventory control and parts records; enters all mechanic repair orders and vehicle maintenance costs.

Answers telephone; takes messages; performs filing; answers questions from mechanics and other personnel regarding availability of parts.

Transports automotive and equipment parts to various locations throughout the Washington/Baltimore area and beyond.

Maintains stockroom and garage area; cleans and empties trash.

Performs the duties of the Vehicle Maintenance Coordinator during the Coordinator's absence.

Receives and/or reviews various records and reports such as invoices, repair requests, parts and supplies request, mechanic repair orders, and fuel log.

Prepares and/or processes various records and reports such as stock orders, job list, and order book.

Refers to order book, job list, equipment list, blanket purchase order list, repair orders, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

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Operates a variety of vehicles such as pickup trucks, one-ton trucks, sedans, etc. and a variety of equipment such as fax machine, copier, two-way radio, computer, printer, etc.

Uses a variety of tools such as box cutter, dolly, calculator, etc.; a variety of supplies such as office supplies, gloves, etc.; and a variety of computer software such as Fleet Controller, Microsoft Excel, Microsoft Word, Microsoft Access, Internet Explorer, etc.

Interacts and communicates with various groups and individuals such as the Fleet Maintenance Coordinator, Mechanics, employees, vendors, delivery persons, and the general public.

ADDITIONAL JOB FUNCTIONS

Receives, process, and issues uniforms, rain gear, and coveralls to Vehicle Maintenance Division, Water and Sewer Division, Meter Read Division, Street Maintenance Division, General Maintenance Division, Sanitation Division, and Park Maintenance Division.

Prepares and hosts Public Works Picnic and Citizen Public Works Day.

Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, establishing and maintaining filing systems, etc.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent one to two years of experience in data entry, purchasing, or a related field; or any equivalent combination of education, training, and experience, which provides the required knowledge, skills, and abilities. Must have a valid State driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a motor vehicle and a variety of machinery and equipment, including computers, typewriters, audio tape recorders, copiers, calculators, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from superiors.

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Language Ability: Requires the ability to read a variety of records and reports, invoices, requisitions, correspondence, forms, catalogs, purchase orders, etc. Requires the ability to prepare purchase orders, purchase requisitions, reports, bid summaries, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of rational systems as applied to purchasing principles and processes to solve practical problems and deal with a variety of variables; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and professional languages, including medical, accounting, automotive, and other terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Vehicle Maintenance Divisions of the Public Works Department as they pertain to the performance of duties of the Parts Clerk I. Has thorough knowledge the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has general knowledge of the principles and methods of inventory control and record keeping. Has working knowledge of modern governmental purchasing principles, methods and procedures. Has knowledge of modern office practices and procedures. Has working knowledge of the methods and procedures used in preparing bid specifications. Has knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services. Has knowledge of the Town's budget code system. Is able to use popular computer-driven word

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processing, spreadsheet, and file maintenance programs. Is able to work rapidly and accurately with figures. Is able to apply and interpret policies and to explain these policies to other employees and vendors. Is able to maintain accurate inventory and purchasing records and prepare periodic reports from these records. Is able to understand and follow oral and written instructions. Is able to communicate effectively orally and in writing. Is able to answer inquiries and questions concerning purchasing independently. Is able to exercise tact, courtesy, and firmness in frequent contact with vendors. Is able to establish and maintain effective working relationships as necessitated by work assignments.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

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Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.